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CONSTRUCTION OF THE ADDITION TO THE PRINTING SERVICES BUILDING

Purpose

1. The purposes of the proposed construction of the Printing Services Building Addition are to attain greater efficiency in management, supervision, and the conduct of Agency activities; to realize certain space savings; to provide improved facilities and working arrangements to make possible better work habits and greater employee comfort, thus reducing some of the causes for taking time off and increasing the restraining influence on some who might otherwise desire to resign; to make possible better use of floor space than is possible in some of the minimal floor areas in rented areas like the Magazine Building; to reduce the number of vehicles now required to move personnel between the more than twenty overt buildings in which the Agency is operating in the Washington Metropolitan area, and otherwise maintain operations through the transportation of information, supplies, and equipment; to save hundreds of thousands of dollars annually in rental costs; to conserve time now wasted in transportation between buildings; to reduce personnel, i.e., receptionists, guards, couriers, mail clerks and building services officers; to save part of the telephone mileage and leased line charges; to save an extensive amount of the funds now reimbursed for private car use; and last but perhaps most important, to conserve the thousands of man hours now lost in waiting for transportation and in actual travel time.

Objective

2. The objective in this paper is to describe the value and benefits to be gained from the addition to the Printing Services Building, thus justifying its construction and completion by mid-1975.

Background

3. In May 1964, construction of the Printing Services Building was approved. Approximately \$1,700,000, the remaining balance of funds from the construction of the Headquarters Building, was allocated for the project. Prior to the beginning of design work by an architect-engineer firm, two actions had to be taken by the Agency. First, a detailed survey and soil borings at the site were necessary. Second, a design report was needed indicating design criteria and requirements which would form the basis upon which an A&E contract could be drawn up. These two actions were completed with Agency negotiated contracts. With conclusion of these actions, and the acquisition of Bureau of the Budget plus Congressional approvals for residual fund utilization, the way was cleared for design work negotiations.

4. Continued expansion on the Headquarters site was anticipated; so with sufficient funds available to accomplish the task, the Printing Services Building (PSB) was constructed. Its foundations and supporting columns were designed so that two additional floors of office space could be built on top of the initial structure. This fact has been known to GSA/PBS since the present PSB building was planned.

5. Agency building plans call for a phased construction program of the necessary facilities at the Headquarters Langley location to accommodate the overt activities
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in the Washington Metropolitan area, except [REDACTED] by 1980. The phased approach was considered preferable to a single major effort due to the size of a one-time request for funds which would exceed one hundred million dollars, and the political ramifications of a construction effort of such a magnitude. In order to circumvent the potential problems with a reasonable degree of success, it will be necessary to adhere to a series of budget requests spread over the next several years. The Agency should budget for

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A&E and for construction moneys separately for each building at least a year apart.

Funds for construction of the final structure must be acquired no later than FY 1978, and the funds for A&E work at least one year earlier. Commencing with FY 1972 the Agency budget should include in each fiscal year a request for A&E and/or construction funds for one of the selected structures of the Master Plan. It is planned to continue the campus environment around these smaller buildings.

6. The Building Planning Staff (BPS) is currently working on two master plans; one limits the necessary construction to the present Headquarters site, and the other projects a less costly construction program within an expanded Headquarters site. This latter plan includes 131.8 acres of adjacent Federal Highway Administration, DOT, land the acquisition of which has been proposed*. In each Master Plan the construction of an addition to the Printing Services Building is top priority.

7. In addition to the above consolidation planning, BPS was also requested by Robert L. Bannerman, DD/S, on 9 February 1970, to plan for the centralization of Agency components which now have elements scattered throughout the Washington Metropolitan area. The aim was to facilitate management and to improve the such supervision in/Agency components. At the same time it was expected that identification of inefficiently used space would permit space savings in the course of such solidification moves, and would also effect savings in money and man hours.

Discussion:

8. Completion of the PS Building Addition by November 1975 is a priority goal of BPS. The Agency has been plagued with the exceedingly poor working conditions in the Magazine Building since the day it was occupied. It would be a financial savings as well as a boon for employees if the operations now housed there could be moved to

*This includes the present West Parking Lot, the 2.8 acres recently acquired for an official camp for the Agency, and the major portion of the EAA athletic area.

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better facilities (Attachment I,B). The lease expires on 25 November 1975.

desired that new facilities be available by mid-1975 so that moves could be arranged which would have our people out of the Magazine Building before the end of the lease. The release of this building will accrue a savings of \$307,928 in annual rent alone (Attachment I, E,1).

9. Building the Addition to the existing structure will make possible the return to Headquarters/^{Site} of OBGI, OL, and a major part of OP which is now spread between Rosslyn and [REDACTED] (Attachment I,B), with the OP activities left outside of Headquarters being merged within the Ames Building. This will obviously enhance coordination and management effectiveness within the DD/I and the DD/S.

10. R. Jack Smith, DD/I, has approached the DD/S and D/L orally and in writing about the conditions around [REDACTED] and the poor working arrangements within it for the OBGI Map Library. BPS has made efforts in the past year and a half to locate better facilities to accommodate the Map Library with no success. The transferring of the Library to the PS Building Addition, with the rest of OBGI, would solve this knotty problem and permit [REDACTED] to be returned to GSA for other use (Attachment I, E,1).

11. According to the problems which LSD has been facing day after day, the [REDACTED] is second only to the Magazine Building in the poor quality of the space provided. [REDACTED] was designed as a light industrial type building with a steel girder roof one and a half stories high, with two floors of offices across the front end. By installing a suspended ceiling in the large rear area, it was possible to turn the rear space into one floor of offices. However, the air conditioning comes from three systems which are not coordinated, the air circulation never seems to be in

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balance, and there are no windows except across the front of the building. It offers

a very poor environment for office work. By returning the OP activities to the

PS Building Addition and the CCS/OPSER unit to the Headquarters Building, [REDACTED]

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can be released with a rental savings of \$49,025 per year (Attachment I, E, 1).

12. By bringing those component historical staffs which are now scattered between Headquarters, Arlington Towers, and Magazine Building together in the Ames Building, they would be conveniently oriented for working with the DCI Historical Staff in Key Building. This consolidation would also permit the Agency to return the remaining Agency holdings in Arlington Towers to GSA and save the annual rent of \$4,709 (Attachment I, E, 1).

13. The completion of the PS Building Addition will permit the Cartography Division, OBGI, to move from the Headquarters Building except a small element which must remain to support urgent requirements and work with the printing operation on the 7th floor. This will release approximately 10,402 square feet for the planned utilization of other office (Attachment I, E, 2).

14. Warehousing space in the *new Building* Addition for paper supplies for PSD would release 4,000 square feet at the [REDACTED] *new* Providing this *space* would make possible monthly deliveries direct from rail cars by trailer truck. This could possibly *reduce* ~~at the~~ *free* trucking time and possibly one truck which makes trips two or three days a week with paper supplies from [REDACTED] to the PS Building under the present arrangements. It could also release some of the man-days now involved in handling the paper stock at the depot and in getting the pallets of paper to Headquarters (Attachment I, E, 2).

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15. The warehousing space will be at the south end of the PSBuilding Addition and will accommodate approximately 4,000 square feet of bulk storage now housed on the

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ground floor of the Headquarters Building by BSB/LSD/OL, in addition to the paper stocks of PSD/OL. The PSD printing activity now in Headquarters (6,730 square feet) also would be moved to the Printing Services Building. Hall space has been used for temporary storage and furniture handling in the Headquarters Building. Some of the remaining warehousing space will be set aside for a greatly needed furniture turnaround location. All of this released space would then be programmed for essential space adjustments in Headquarters (Attachment I, E, 2).

Conclusions

The projected time required for the architectural and engineering (A&E) design and specifications work for the PS Building Addition is a year and a half. The projected construction time is two years. Thus, funds should be budgeted so that A&E work can be contracted for in FY 1972, and construction can be contracted for in FY 1973. This would permit completion of the Addition by the middle of FY 1975 in order to derive the values and benefits discussed above (Attachment IV).

The PSB Addition, as conceived and designed in the attached architectural drawings and sketches, contains 206,655 gross square feet (Attachment VII). Costs have been estimated based upon this figure (Attachments II and III).

There are many areas of tangible and intangible savings which will have a predictable effect on the amortization of the costs of this construction (Attachments V and VI). The savings in rent alone will be \$361,662 per year. The expected reduction of at least three guard posts would save approximately \$189,000 per year.

INTANGIBLE BENEFITS ANTICIPATED FROM THE CONSOLIDATION

(Although intangible in nature, each of the following items holds a definite potential for saving money)

- A. GREATER EFFECTIVENESS - Time saved from unnecessary travel and close proximity of components in an organizational structure saves man-days of effort and increases the productiveness of the individual.
- B. HIGHER QUALITY - Removal of the pressures of disarray and disjointed activities will reduce fatigue and improve the quality of the effort.
- C. DECREASED TIME OFF AND SEPARATIONS - Improved facilities and working arrangements provide for better work habits and will eliminate many of the nettlesome hurdles to the smooth fulfillment of employee responsibilities. The projected consolidation will provide greater employee comfort, thus reducing the causes for taking time off and providing a restraining influence on some who might otherwise desire to leave the Agency.
- D. BETTER SUPERVISION - More effective supervision can result from bringing together all elements of a component under the direction of a single officer. Improvement in procedures and work patterns would be a normal outgrowth. Consolidation will make possible improved personnel management.
- E. EFFICIENT SPACE UTILIZATION - Opportunity will be afforded through consolidation of Agency activities at the Headquarters site, to collocate similar Agency activities; it may even be possible to arrange joint usage of certain pieces of expensive specialized equipment, laboratory space or other special purpose areas. By "clustering" elements, which carry on directly related work, it will be possible to plan more meaningful space layouts and thus to a degree conserve some Agency space. Any new construction must be planned to provide for better use of floor space than is now possible in the many small floor areas presently being rented or otherwise made available as government property, at our 22 outlying locations.